**Menu 9 - Table of Contents**

9.1 Standing Cash Book Journal Maintenance ..... 9-2

9.2 Standing Cash Book Journal Generation ..... 9-4

9.3 Cash Book Query ..... 9-5

9.4 Cash Book Statement Entry ..... 9-7
- 9.4.1 Manually Allocating a Deposit ..... 9-9
- 9.4.2 Manually Allocating a Cheque ..... 9-10
- 9.4.3 Manually Allocating a Standing Journal ..... 9-11
- 9.4.4 Manually Allocating an EFT Payment ..... 9-12
- 9.4.5 Manually Allocating Other Payments ..... 9-13
- 9.4.6 Manually Allocating Other Deposits ..... 9-14
- 9.4.7 Manually Allocating Dishonoured Customer Cheques and Charges ..... 9-15
- 9.4.8 Manually Allocating Present Again Customer Cheques - Honoured ..... 9-16
- 9.4.9 Manually Allocating Rejected EFT Transactions ..... 9-17

9.5 Cash Book Bank Reconciliation List ..... 9-18
- 9.5.1 Steps to establish Cash Book Bank Reconciliation ..... 9-18
- 9.5.2 Running the Cash Book Bank Reconciliation List ..... 9-19

9.6 Cash Book Bank Transaction List ..... 9-20

9.7 Cash Book Bank Account Take-On ..... 9-21

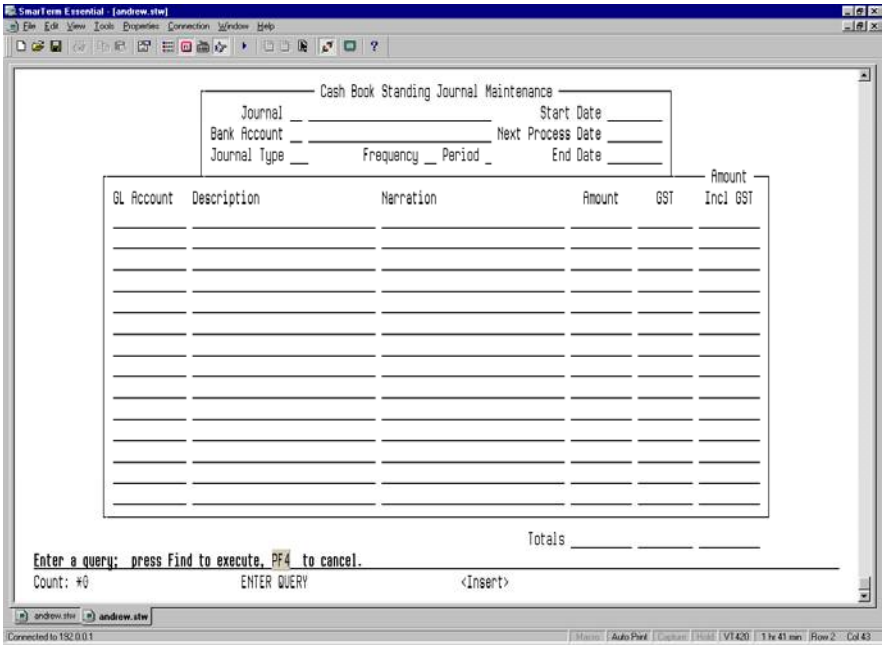
9.8 Cash Book Receipt Batch Take-On ..... 9-22

9.9 Cash Book Payment Take-On ..... 9-23

## 9.1 Standing Cash Book Journal Maintenance

Standing Cash Book transactions are used to process transaction that occur on a periodic basis for a set amount that directly affect a Bank Account. These include: lease payment, rental payments, loan payment and can be either receipts or payments.

Standing Cash Book transaction can be processed as needed.




Enter the following information:

**Stand Jnl Code** Enter a unique two character code identifying the Standing Cash Book journal.

**Jnl Type** Enter the Journal Type. Valid entries are:
CSR – Cash Book Standing Receipt
CSP – Cash Book Standing Payment.

**Start date** Enter the start date of the journal. This field is optional.

**Bank Account Code** Enter the Bank Account Code to allocate the Standing Cash Book journal to. Press [ListVal] to display records established on the system. Upon entry of a valid Bank Account Code the Account Code description is displayed.

**End date** Enter the end date of the journal. The journal will not be processed after this date. This field is optional.

**Action Freq** Enter the number of times this Standing Cash Book journal is to be generated by the value entered in Action Period.

**Action Period** Enter the period value that the Standing Cash Book journal is to be generated. Valid entries are: D – Days

W - Weekly
M - Monthly
Y - Yearly.

Action Frequency and Action Period are to be used together to maintain control over when the journals are processed i.e. they will assist in the calculation of the next process date. For example, the 'Action Freq' of '2' and the 'Action Period' of 'W' would be interpreted to mean "This journal would be processed once every 2 weeks".

**Next Process Date**

Enter the date which the journal will next to processed.

**Narration** Enter the description of the Standing Cash Book journal. This field is 30 characters in length.

**In the Transactions Block**

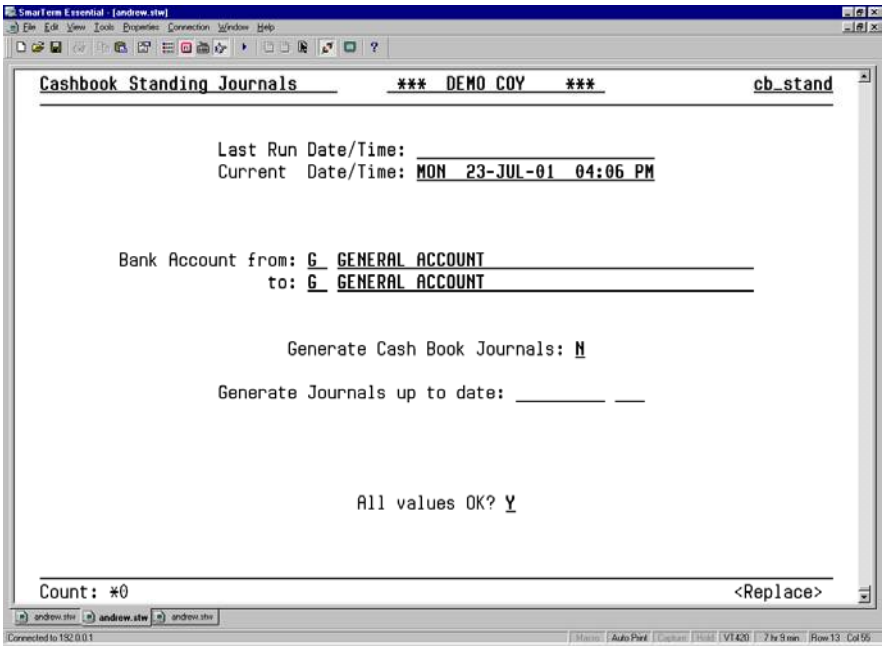
**GL Account Code** Enter the GL Account code to allocate the Standing Cash Book journal to. Press [ListVal] to display GL Account codes established on the system.

**Jnl Description** Upon entry of a valid GL Account code the description will be displayed as a default. This description can be amended if required.

**Jnl Amount** Enter the amount of the journal. This amount can be a positive or negative amount. However the TOTAL amount of the journal cannot be less than 0 i.e. must be positive.

## 9.2 Standing Cash Book Journal Generation

Select the Standing Cash Book Generation/Listing option to process or print the Standing Cash Book transactions. The user can nominate a Bank Account Code range and a date to process up to date. Any journals with a next process date greater than the process up to date will not be generated.




Enter the following information:

**Bank Account from** Enter the beginning bank account of the range to report on. [ListVal] may be used to assist in the selection of a bank account code. Pressing [NxtFld] will default this field to the first bank account code established on the system.

**to** Enter the ending bank account code of the range to report on or press [ListVal] to display records established on the system. Pressing [NxtFld] will default this field to the last bank account code on the system. If only one code is required this field should contain the same code as the bank account from field above.

**Generate Cash Book Journals**
Enter Y to generate the Standing Cash Book journals, or N to only print the journal records established in the system.

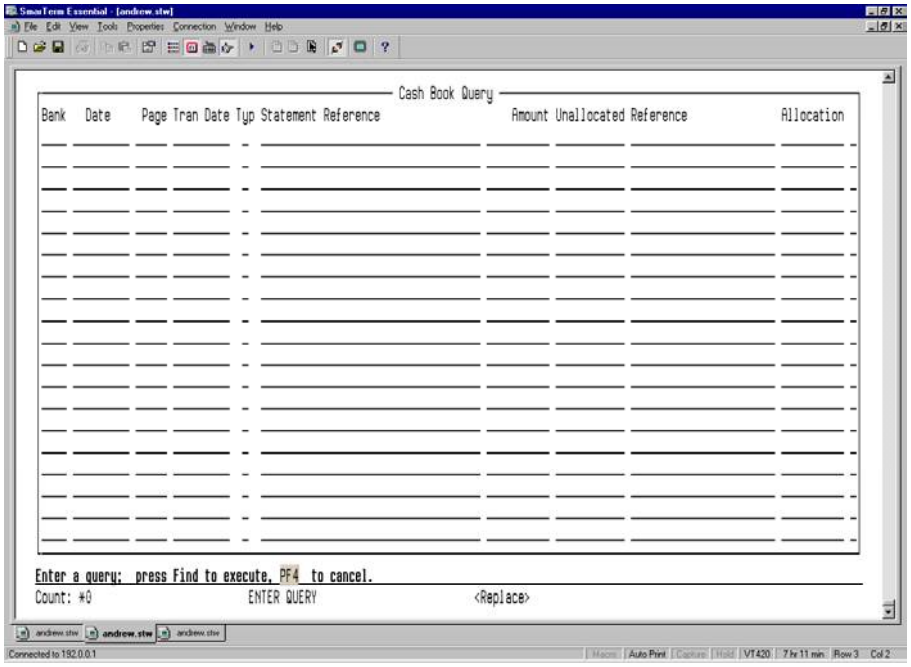
**Generate Jnls up to Date**
Enter the date which to process journals up to i.e. process journals up to this date only. If journals exist with a Next Process Date prior to the Current Period Start Date, as maintained in the Maintain GL Control option (see Menu 8 section for more information), the system will not allow the journals to be posted.

**All values OK ?** Enter Y to continue or N to change, or press the [Exit] key to exit to the menu without printing.

## 9.3 Cash Book Query

This form can be used to query a cash book statement transaction or find transactions where full details are not known. The user can enter the known details of the transaction, press the [ExeQry] key and all transactions meeting the criteria will be displayed.

Select the Cash Book Query from the menu, the following screen will be displayed:




To perform a query, ensure that the form is in Query mode. Enter the required query using the '%' as a wild card if required.

The following fields are displayed on the screen and can be queried:

**Bank** Enter bank account to be queried.

**Date** Enter statement date to be queried.

**Page** Enter statement page to be queried.

**Tran Date** Enter transaction date to be queried.

**Type** Enter transaction type to be queried.

**Statement Reference** Enter statement reference to be queried.

**Amount** Enter transaction amount to be queried.

**Unallocated** Enter unallocated amount to be queried.

**Reference** In this field the user is able to search by receipt batch information, payment information, or general ledger accounts.

**Allocation** Enter amount that has been allocated.

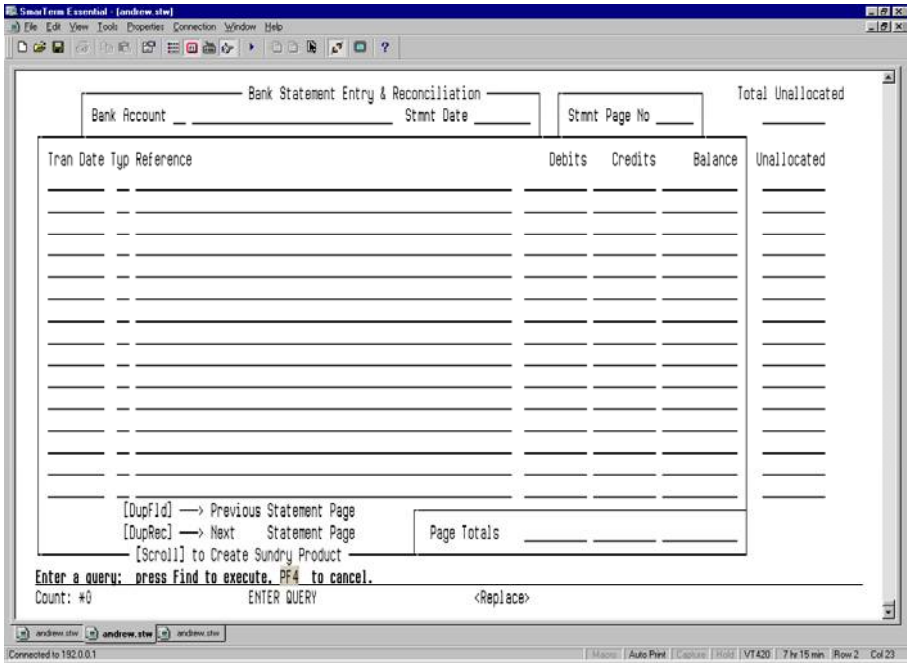
The single cell field on the far right hand side is a yes or no field, which indicates whether or not the transaction has been fully allocated or not. This field may also be used in the query process by entering Y or N.

Once all the known details have been entered press [ExeQry]. If more than one transaction is retrieved scroll (using [NxtRec] and [PrvRec]) through the records until the desired transaction is found.

## 9.4 Cash Book Statement Entry

The Cash Book Statement Entry option allow the user to enter details on the Bank Statement and match them against existing entries in the Cash Book, or alternatively allocate them directly to the General Ledger. Cash book entries that are matched (either automatically or manually) are called 'Reconciled'.

The Bank Statements must be entered one at a time and one statement page at a time as statement pages numbers are tracked.




Enter the following information:

**In the Statement Block**

**Bank Account Code** Enter the Bank Account Code or press [ListVal] to display Bank Account Codes established in the system. Upon entry of a valid Bank Account code the description will be displayed.

**Stmnt Date** Enter the last date appearing on the statement page of the Bank Statement to be entered. Note that where multiple pages of a statement exist, each page must be entered separately.

**Stmnt Page No** If the Bank Statement has been correctly established the next available statement page will be displayed here. Press [Return] to accept the displayed page number or enter the correct number.

**In the Statement Details Block**

The Balance Brought Forward transaction will be automatically displayed. If not, ensure that the Bank Account has been correctly established within the Cash Book Module.

**Tran Date** Enter the transaction date. Press [Return] to retrieve the transaction date from the record immediately preceding the transaction being entered.

**Type** Enter the type of the transaction. Press [ListVal] to display valid type codes.

**Reference** Enter the reference for this statement transaction. It is recommended to enter the details that appear on the statement e.g. when entering a cheque transaction the cheque number should be entered as a reference.

**Debits** If the transaction is a debit amount enter the amount. If the transaction is a credit amount the cursor will not enter this field.

**Credits** Enter the credit amount of the transaction. If the transaction is a debit amount the cursor will not enter this field.

**Balance** The balance of the bank account, after this transaction, will be displayed. This amount should equal the balance on the bank statement.

**Unallocated** The transaction entered will be matched against transaction in the General Ledger according to the following criteria:

DEPOSITS - transaction date and total receipt batch amount
CHEQUES - Cheque Number and amount
STANDING JOURNAL DEBITS
- transaction date, journal code and amount
STANDING JOURNAL CREDITS
- transaction date, journal code and amount
PAYMENTS (OTHER) - not automatically allocated
DEPOSITS (OTHER) - not automatically allocated
EFT PAYMENTS - transaction date and amount
DISHONOURED CUSTOMER CHEQUES & CHARGES
- not automatically allocated
PRESENT AGAIN CHEQUES - HONOURED
- not automatically allocated
REJECTED EFT TRANSACTIONS
- not automatically allocated.

If the values of the above criteria are equal to transaction in the General Ledger the transaction will be automatically allocated i.e. Reconciled.

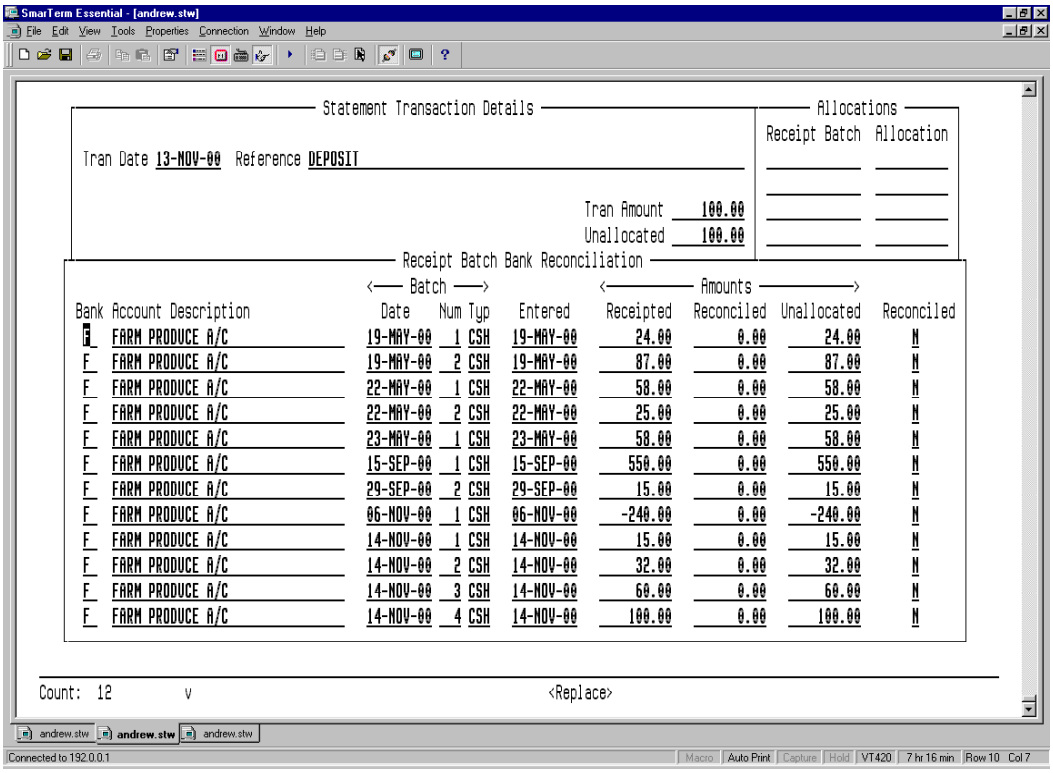
For example, if the transaction date in the General Ledger and the statement transaction date of a DEPOSIT are equal the entry will be automatically allocated. This will be shown by an unallocated amount of '0'.

However if the values of the selection criteria are not equal the transaction will need to be manually allocated. The amount of the transaction that remains unallocated will be displayed. Ensure that all Bank Statement Entries are fully allocated. Any unallocated amount will cause a misbalance in the Bank Reconciliation.

To manually allocate a statement transaction will depend on thee type of the transaction. Procedures for manual allocation for each transaction type are listed below.

### 9.4.1 Manually Allocating a Deposit

If the Bank Statement Deposit date and the General Ledger transaction date and amount are not equal the deposit will need to be manually allocated.




Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal] to display the deposit manual allocation form.

Step 2 The Statement transaction details will appear in the top block. The lower block (the Receipt Batch Bank Reconciliation block) will display all unreconciled General Ledger transaction for that transaction type.

Step 3 From these transactions displayed select the required transaction/s and press [DelRec]. This General Ledger transaction will now have a reconciled status of (Y)es and will appear in the Allocations block (top right).

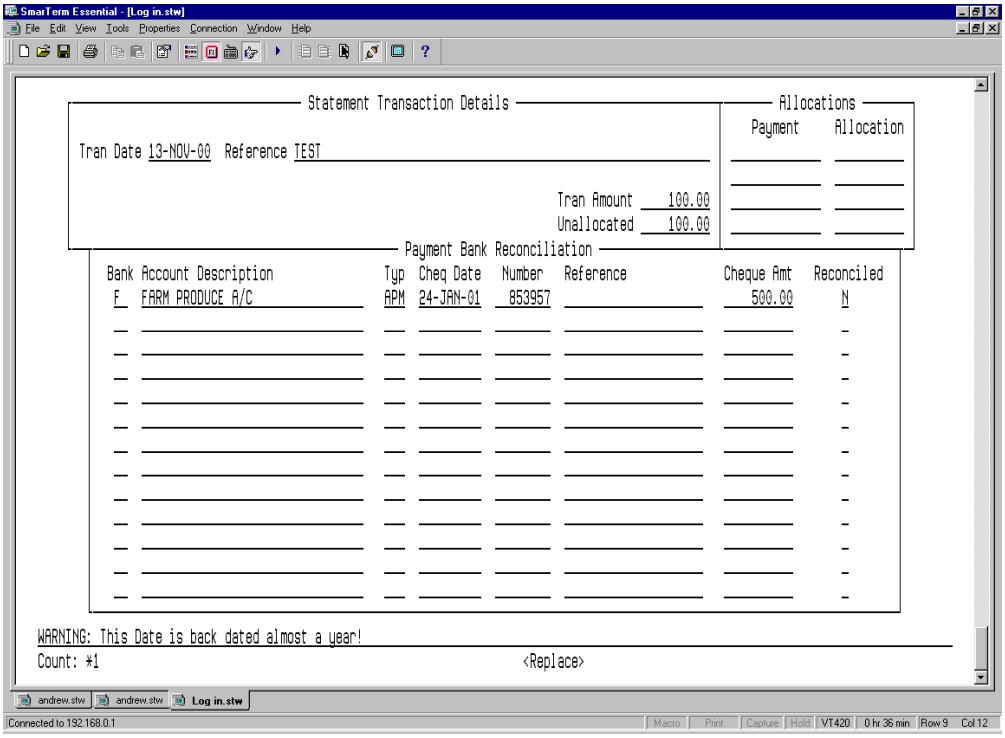
NOTE: The [EntQry] and [ExeQry] function can be used in the lower block to search for the transaction/s required.

Step 4 Press [Exit] to return to the Bank Statement Entry form.

Receipt batches are allocated by the individual receipts therefore can be partly reconciled with the outstanding amount remaining unreconciled. This unreconciled amount will be reflected in the Bank Reconciliation Report as an outstanding deposit. All unallocated transaction will be displayed in the Cash Book Transaction Listing and all unreconciled transactions will be displayed in the Bank Reconciliation Listing.

### 9.4.2 Manually Allocating a Cheque

The Cheque Number and Cheque Amount are used for the matching criteria. Therefore, under normal circumstances, a cheque will only be unallocated if any error has occurred when entering the cheque in the General Ledger or is a Bank error. Thus a manually allocating facility has been provided.




Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal] to display the cheque manual allocation form.

Step 2 The Statement transaction details will appear in the top block. The lower block (the Payment Bank Reconciliation block) will display all unreconciled General Ledger transaction for that transaction type.

Step 3 From these transactions displayed select the required transaction/s and press [DelRec]. This General Ledger transaction will now have a reconciled status of (Y)es and will appear in the Allocations block.

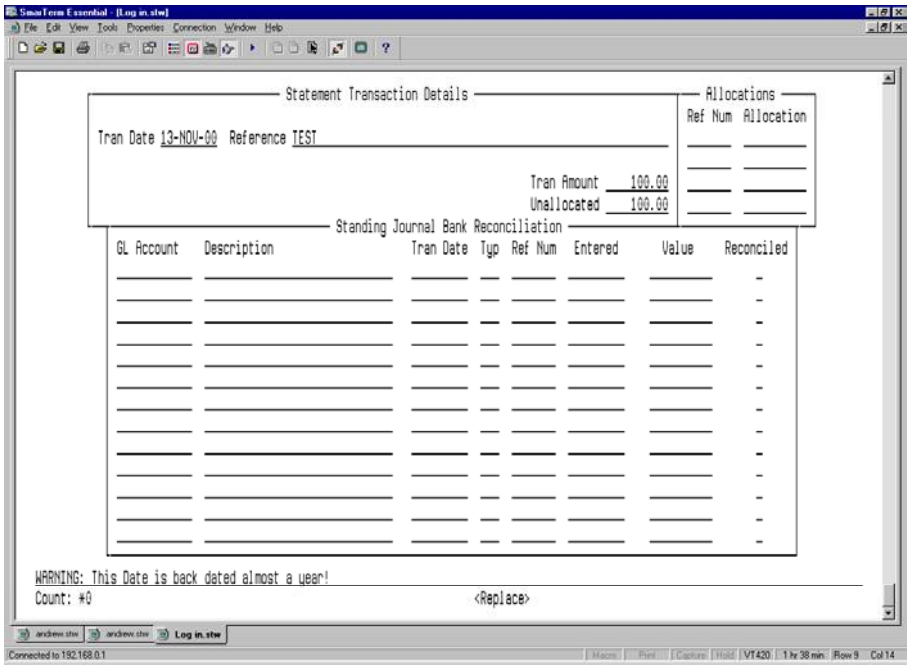
**NOTE:** The [EntQry] and [ExeQry] function can be used in the lower block to search for the transaction/s required.

Step 4 Press [Exit] to return to the Bank Statement Entry form.

Cheques are allocated by the cheque numbers and amount therefore can only be fully allocated or remain unallocated. Any unallocated amount will cause a misbalance in the Bank Reconciliation Listing. A cheque will appear as unpresented on the Bank Reconciliation Listing if it does not have a matching entry in the Bank Statement Entry.

### 9.4.3 Manually Allocating a Standing Journal

Standing Journals, both Payments and Receipts, are manually allocated in the same manner as for Deposits and Cheques. The auto-allocation matching criteria are the transaction date, journal code and amount.




Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal] to display the standing journal manual allocation form.

Step 2 The Statement transaction details will appear in the top block. The lower block (the Standing Journal Bank Reconciliation block) will display all unreconciled General Ledger transaction for that transaction type.

Step 3 From these transactions displayed select the required transaction/s and press [DelRec]. This General Ledger transaction will now have a reconciled status of (Y)es and will appear in the Allocations block.

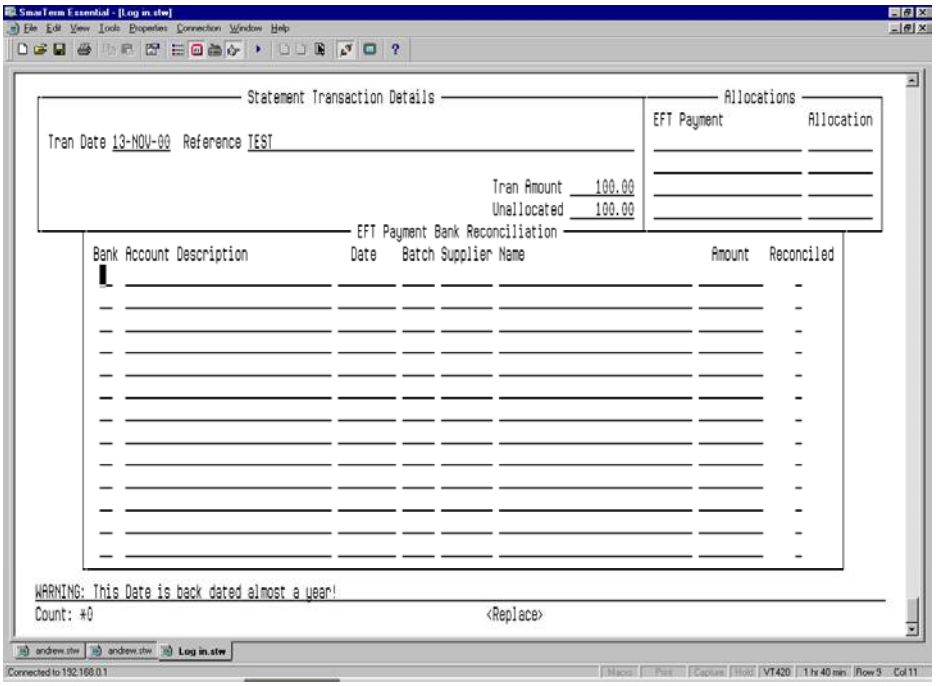
NOTE: The [EntQry] and [ExeQry] function can be used in the lower block to search for the transaction/s required.

Step 4 Press [Exit] to return to the Bank Statement Entry form.

Standing Journals are allocated by the transaction date, journal code and amount. All unallocated transaction will be displayed in the Cash Book Transaction Listing and all unreconciled transactions will be displayed in the Bank Reconciliation Listing.

### 9.4.4 Manually Allocating an EFT Payment

As with Deposits, EFT payments are auto-matching according to the transaction date and statement date.




Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal] to display the EFT Payment manual allocation form.

Step 2 The Statement transaction details will appear in the top block. The lower block (the EFT Payment Bank Reconciliation block) will display all unreconciled General Ledger transaction for that transaction type.

Step 3 From these transactions displayed select the required transaction/s and press [DelRec]. This General Ledger transaction will now have a reconciled status of (Y)es and will appear in the Allocations block.

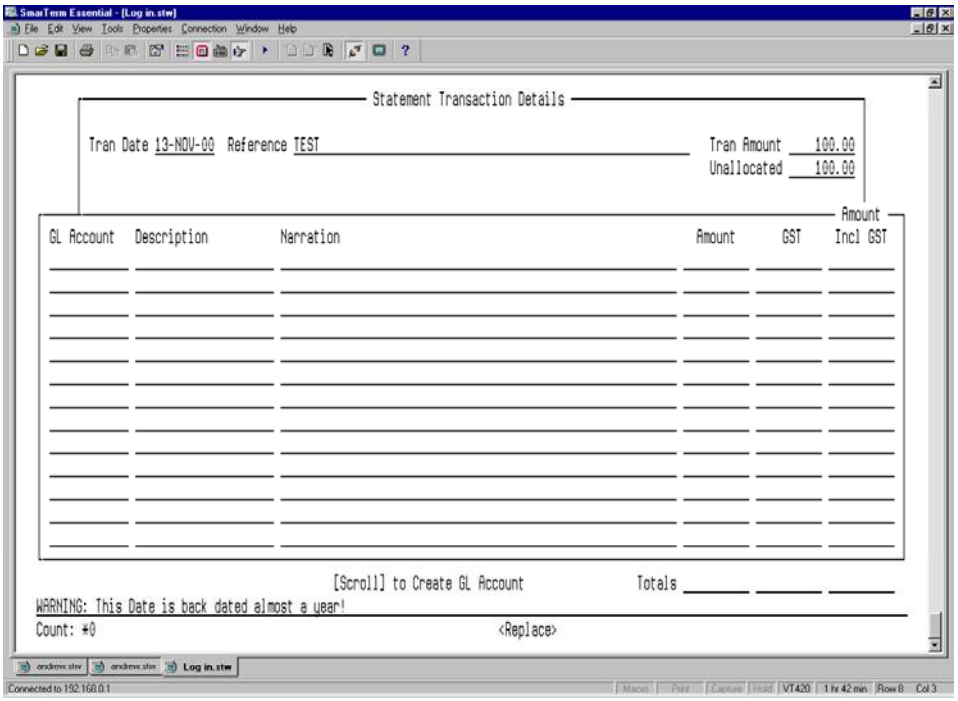
NOTE: The [EntQry] and [ExeQry] function can be used in the lower block to search for the transaction/s required.

Step 4 Press [Exit] to return to the Bank Statement Entry form.

EFT Payments are allocated by the transaction date and amount. Therefore if this transaction remains unreconciled this unreconciled amount will be reflected in the Bank Reconciliation Report as an Outstanding EFT Payment. If the entry remains unallocated this transaction will appear in the Cash Book Transaction listing.

### 9.4.5 Manually Allocating Other Payments

Other payments can include bank charges, periodic payments of differing amounts etc. Because there payments are not known until the statement is received they can be processed directly to the General Ledger through the Bank Statement Entry form.




Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal] to process the transaction.

Step 2 The Statement transaction details will appear in the top block. In the lower block enter the allocations for the transaction. Only the expense allocation is to be entered as the allocation to the Bank Account will be automatically created by the system.

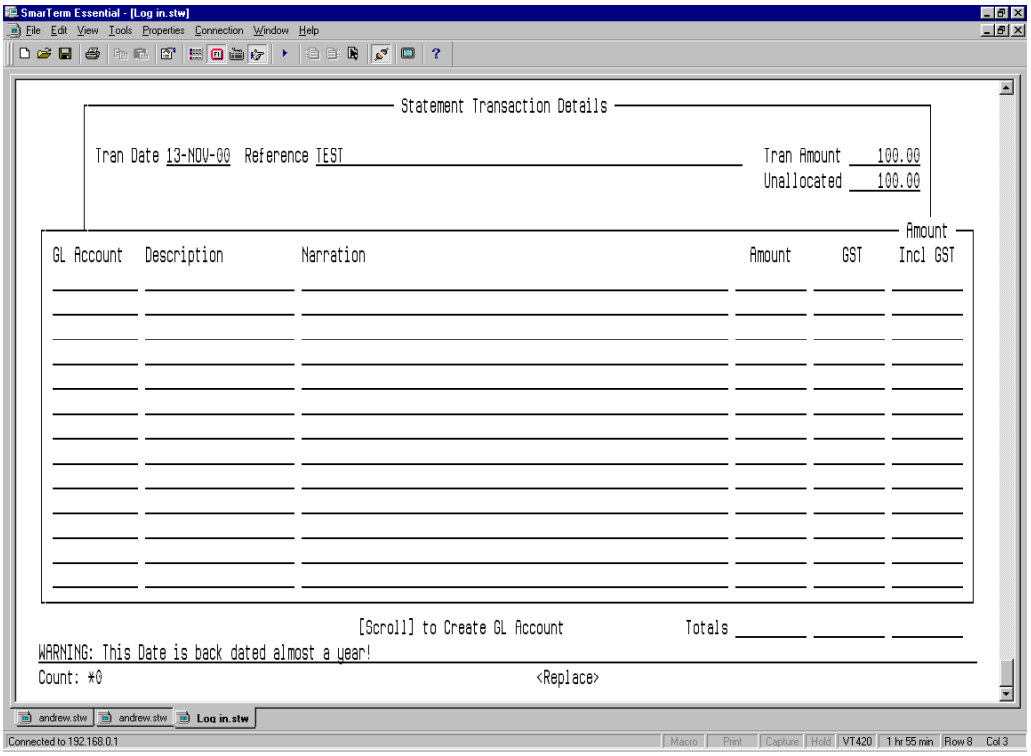
Step 3 Ensure that the transaction is fully allocated as any unallocated amount will affect the Bank Reconciliation.

Step 4 Press [Exit] to return to the Bank Statement Entry form.

The date of this transaction is used to update the General Ledger. Where this date is backdated beyond the current period start date as maintained in the Maintain G/L Control option (see Menu 8 section for more information) the current period start date is used to update the General ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

### 9.4.6 Manually Allocating Other Deposits

Other deposits can include interest received, periodic payments of differing amounts etc. Because these deposits are not known until the statement is received they can be processed directly to the General Ledger through the Bank Statement Entry form.




Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal] to process the transaction.

Step 2 The Statement transaction details will appear in the top block. In the lower block enter the allocations for the transaction. Only the income allocation is to be entered as the allocation to the Bank Account will be automatically created by the system.

Step 3 Ensure that the transaction is fully allocated as any unallocated amount will affect the Bank Reconciliation.

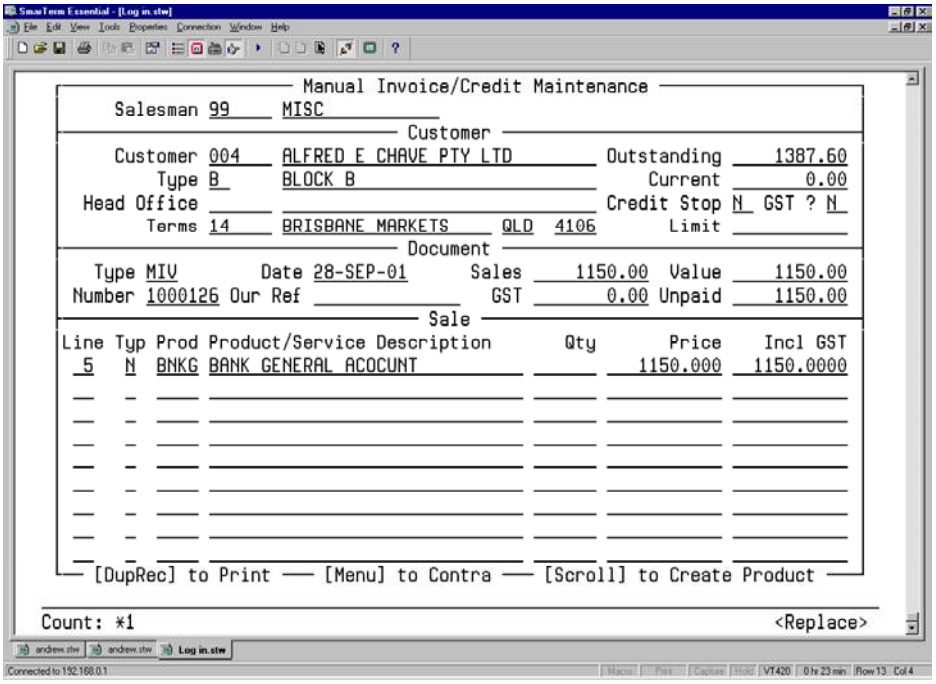
Step 4 Press [Exit] to return to the Bank Statement Entry form.

The date of this transaction is used to update the General Ledger. Where this date is backdated beyond the current period start date as maintained in the Maintain G/L Control option (see Menu 8 section for more information) the current period start date is used to update the General ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

### 9.4.7 Manually Allocating Dishonoured Customer Cheques and Charges

To manually allocate Dishonoured Cheques and Charges a Manual Non-Stock Invoice will need to be generated. This invoice will need to affect the Bank Account and Debtors Control, therefore ensure that a Sundry Product Code has been established to cater for dishonoured cheques i.e. the Sundry Product Code is allocated to the relevant Bank Account Code.

Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal] to manually allocate this transaction.




Step 2 The Manual Non-Stock Invoice form will be displayed. Enter the invoice details as required ensuring that the document has been allocated to the Sundry Product Code established above.

**NOTE**: Bank Charges that were incurred, as a result of this customer cheque being dishonoured, can be on-billed in this way.

Step 3 Press [Exit] to exit the form. The screen will display the allocation information for that transaction. Press [Exit] again to return to the Bank Statement Entry form.

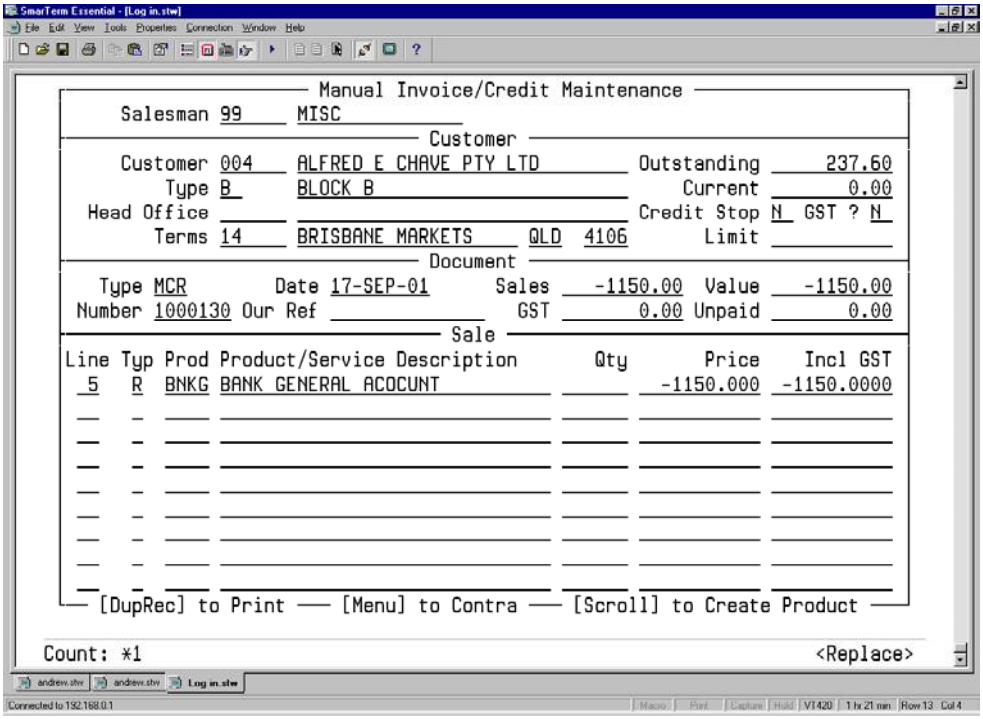
This customer will now have a MIV against their account for the original invoice amount plus any additional bank charges. On either representing of cheque or any other method of payment from the Customer, receipt payment using Menu 4 'Customer Receipt Batch Entry'. Enter Cash Book Statement Entry as per usual for a deposit.

The date of this invoice is used to update the General Ledger. Where this date is backdated beyond the current period start date as maintained in the Maintain G/L Control option (see Menu 8 section for more information) the current period start date is used to update the General ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

### 9.4.8 Manually Allocating Present Again Customer Cheques - Honoured

To manually allocate this transaction type, a Manual Non-Stock Credit Note will need to be generated. This invoice will need to affect the Bank Account and Debtors Control, therefore ensure that a Sundry Product Code has been established to cater for this. It is recommended that the same Sundry Product Code as for dishonoured cheques be used.

Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal] to manually allocate this transaction.




Step 2 The Manual Non-Stock Invoice/Credit Note form will be displayed. Enter the details as required ensuring that the DOC_TYPE is 'MCR' and the Sundry Product Code outlined above is used in the Sale/Allocation Block.

Step 3 Press [Exit] to exit this form. The screen will then display the allocation information for that transaction. Press [Exit] again to return to the Bank Statement Entry form.

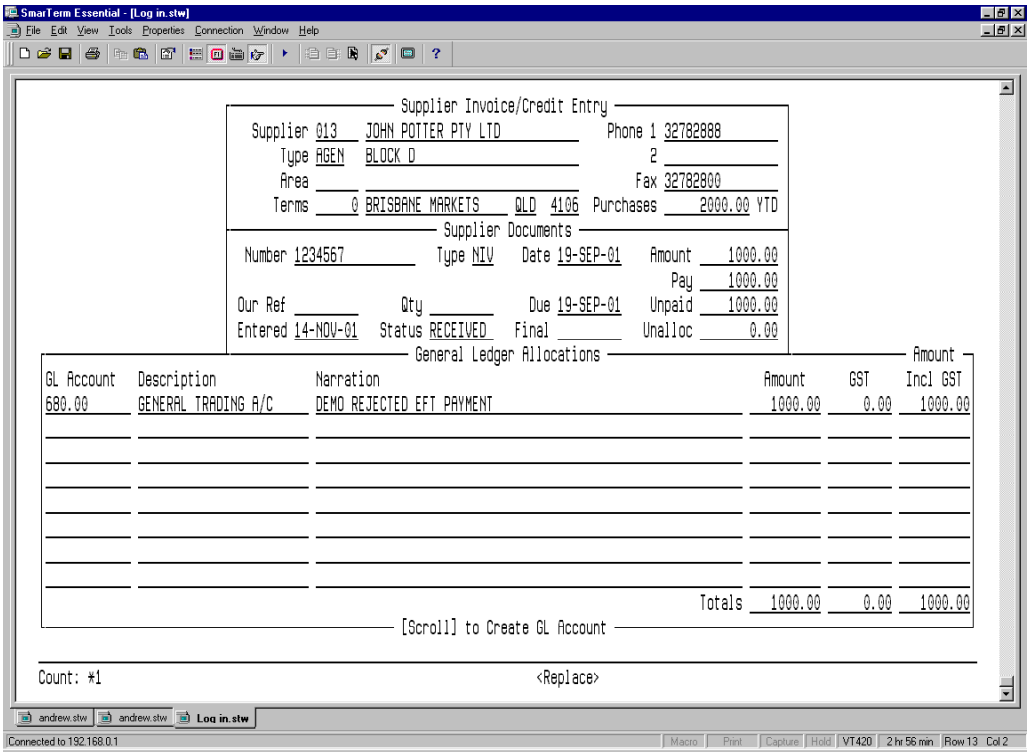
This customer will now have a MCR and an outstanding MIV against their account for the original invoice amount. These two documents require a dummy receipt allocation using Menu 4 'Receipt Batch Entry'. See Menu 4 'Receipt Batch Entry for more details.

The date of this credit note is used to update the General Ledger. Where this date is backdated beyond the current period start date as maintained in the Maintain GL Control option (see Menu 8 section for more information) the current period start date is used to update the General ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

### 9.4.9 Manually Allocating Rejected EFT Transactions

A supplier document will need to be re-entered to manually allocate a rejected EFT payment. This supplier invoice will need to affect the Bank Account and the Creditors Control.

Step 1 Enter the transaction in the Bank Statement Entry form and press [ListVal].




Step 2 The Supplier Invoice/Credit Note Entry form will be displayed. Enter the details as required ensuring that the invoice is allocated to the relevant Bank Account Code.

Step 3 Press [Exit] to exit this form. The screen will then display the allocation information for that transaction. Press [Exit] again to return to the Bank Statement Entry form.

The supplier will now have a NIV against their account for payment. Generate payment as per usual.

The date of this credit note is used to update the General Ledger. Where this date is backdated beyond the current period start date as maintained in the Maintain GL Control option (see Menu 8 section for more information) the current period start date is used to update the General ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

## 9.5 Cash Book Bank Reconciliation List

In order for the Bank Reconciliation process to function correctly, certain information must be taken-on by the Cash Book. This information consists mainly of Bank Account Balances and Unreconciled transactions.

### 9.5.1 Steps to establish Cash Book Bank Reconciliation

Step 1 Perform a manual Bank Reconciliation. Ensure that all outstanding deposits, unpresented cheques etc. are listed individually.

Step 2 Ensure that a Bank Account Record in the Bank Account Maintenance form has been correctly established. Each Bank Account must have a separate record and be allocated to a different General Ledger code i.e.

| | |
|---|---|
| Bank Account - General | 00300 |
| Bank Account - Cash Man. | 00310 |

Step 3 In Cash Book Statement Entry enter the Bank Account Statement details in the top block. These details include the Bank Account Code, the statement date and the statement page number. Note that the last statement page is usually used for take-on purposes.

Step 4 In Cash Book Bank Account Take-On enter the Bank Statement Balance as shown on the Bank Statement. Ensure that an overdraft balance appears as a negative.

Step 5 Select the Cash Book Receipt Batch Take-On option. Note that all receipt transaction displayed show that they are set to a reconciled status of 'Y'. Amend those transactions that aren't reconciled (from the Manual Bank Reconciliation) to a reconciled status of 'N'.

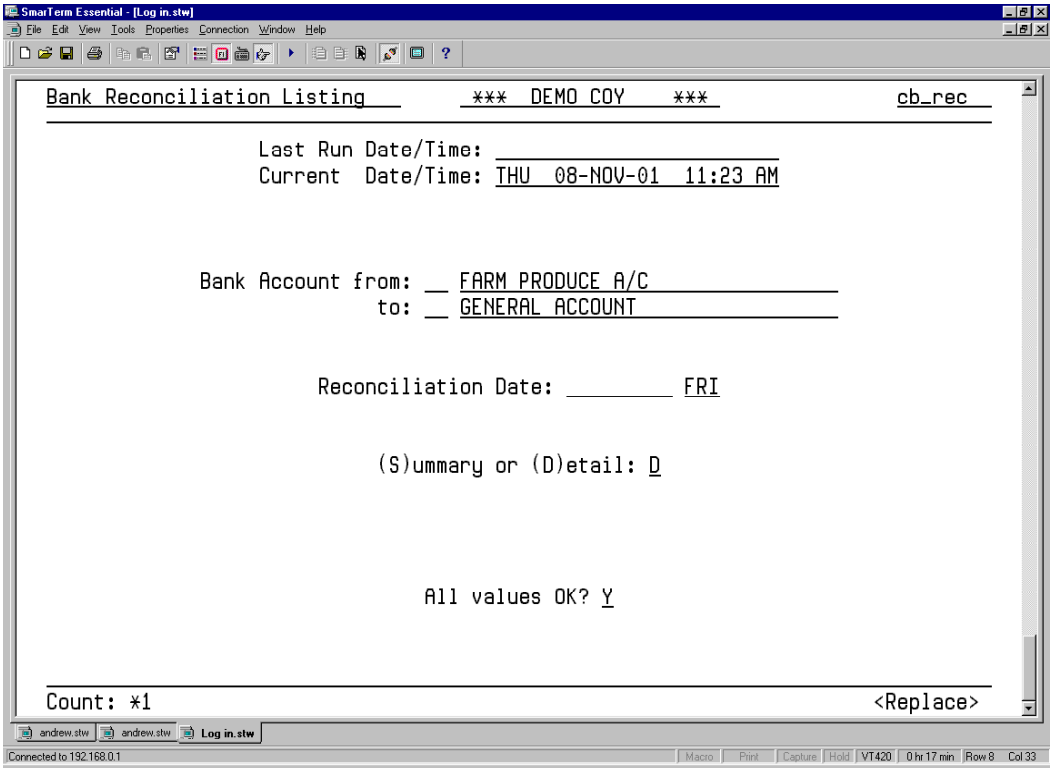
Step 6 Select the Cash Book Cheque Take-On option. Note that all cheque transactions displayed show that they are set to a reconciled status of 'Y'. Amend those transaction that aren't reconciled (from the Manual Bank Reconciliation) to a reconciled status of 'N'.

Step 7 Select the EFT Payment Take-On option. Note that all EFT transactions displayed show that they are set to a reconciled status of 'Y'. Amend those transaction that aren't reconciled (from the Manual Bank Reconciliation) to a reconciled status of 'N'.

### 9.5.2 Running the Cash Book Bank Reconciliation List

Select the Cash Book Bank Reconciliation List option. Run the report using the Statement Date as the Reconciliation Date. This report should reflect the same information as the Manual Bank Reconciliation performed earlier. If not, check all take-on entries to identify and correct the discrepancy. If the system Bank Reconciliation is correct the take-on has been completed successfully.

Select the Cash Book Bank Reconciliation List to produce a Bank Reconciliation Report. Once balanced, this report should be printed in detailed format and filed accordingly.




Enter the following information:

**Bank Account from**

**to** Enter the bank account code range to report on or press [ListVal] to display records established on the system.

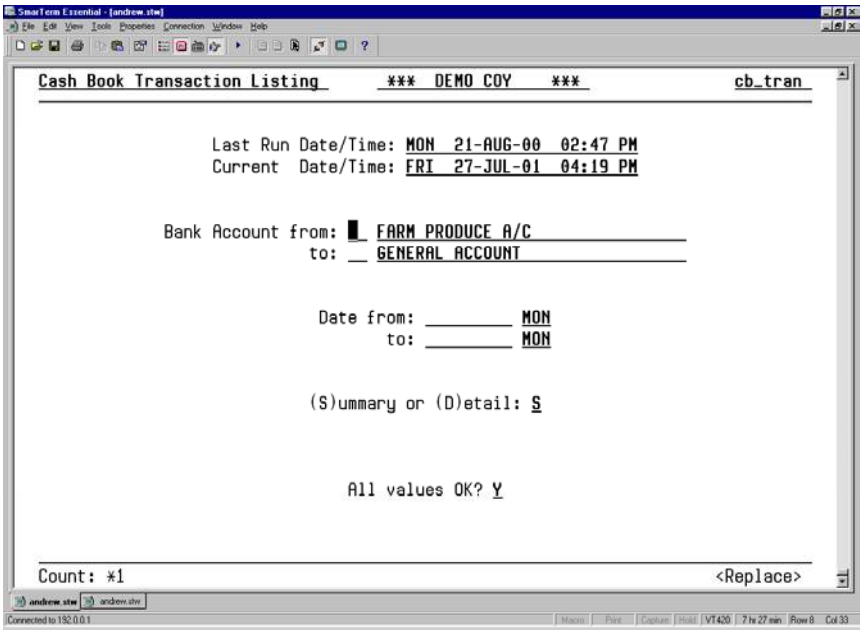
**Reconciliation Date** Enter the date which to reconcile the bank statement against the General Ledger. This date is usually the statement date.

**(S)ummary or (D)etail** Enter S to produce a summary report or D to produce a detail report. A summary report will not print the individual outstanding deposits and unpresented cheques, only totals will be shown.

**All values OK** Enter Y to continue or N to change, or press the [Exit] key to exit to the menu without printing.

## 9.6 Cash Book Bank Transaction List

The Cash Book Transaction List will produce a listing of details of the Cash Book. A detailed report will also print the General Ledger allocation details.




Enter the following information:

**Bank Account from**

**to** Enter the bank account code range to report on or press [ListVal] to display records established on the system.

**Date from**

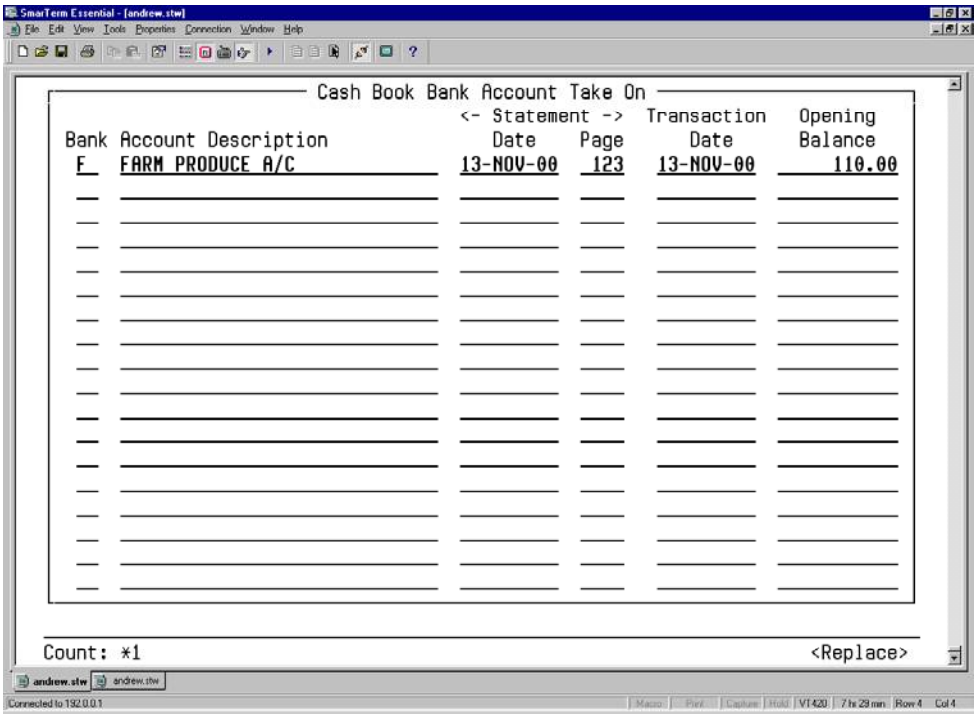
**to** Enter the transaction date range to report on.

**(S)ummary or (D)etail** Enter S to produce a summary report or D to produce a detail report. A summary report will not print the individual outstanding deposits and unpresented cheques, only totals will be shown.

**All values OK ?** Enter Y to continue or N to change, or press the [Exit] key to exit to the menu without printing.

## 9.7 Cash Book Bank Account Take-On

The Cash Book Bank Account Take-On option is used to establish the opening balance and the transaction date of the opening balance for each Bank Account. This form is to be used for this purpose only.




Upon entry, the Bank Account records established in the Cash Book Statement Entry option will be displayed:

**Bank** The Bank Account Code.

**Account Description** The Bank Account Code Description.

**Statement Date** The statement date established in the Cash Book Statement Entry will be displayed here.

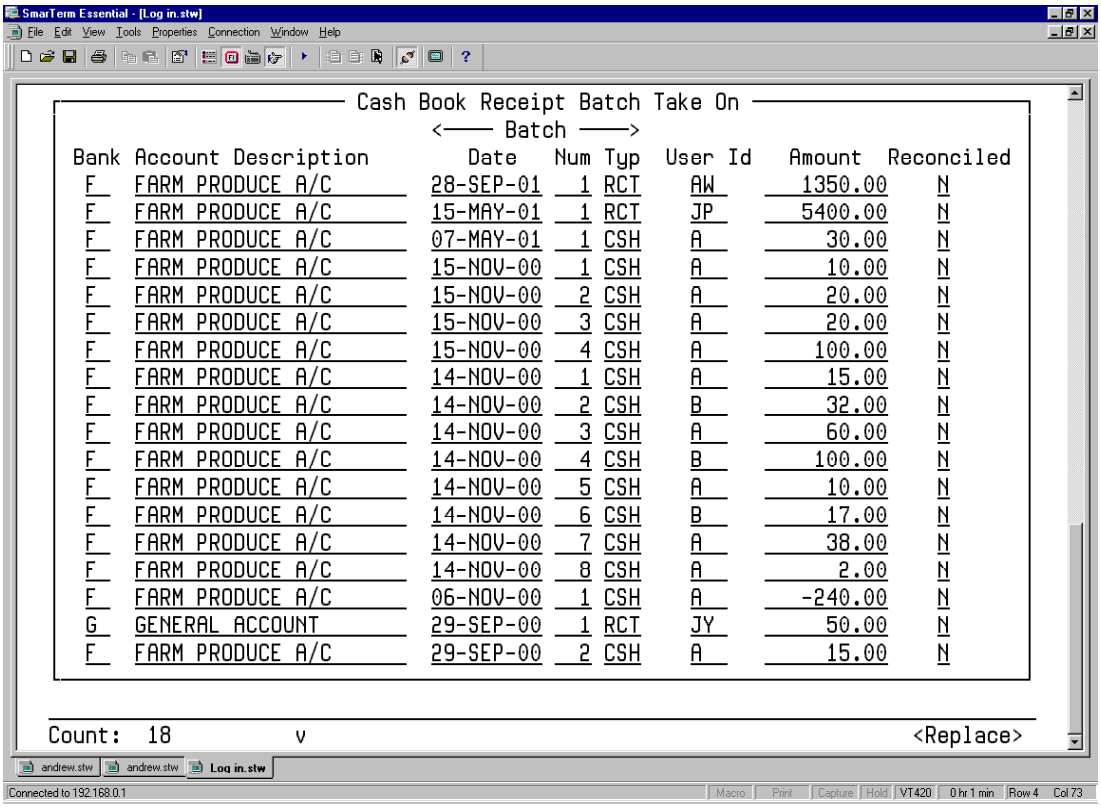
**Statement Page** The statement page number established in Cash Book Statement Entry will be displayed here.

**Transaction Date** Enter the transaction date for the Balance Brought Forward transaction.

**Opening Balance** Enter the Opening Balance for the Bank Account Code at the above transaction date.

## 9.8 Cash Book Receipt Batch Take-On

The Cash Book Receipt Batch Take-on option is used to establish which transactions from the Cash Sales Cleardowns, Debtors Receipt Batches and General Ledger Receipt Batches need to be taken-on as 'Unreconciled' as at the last Bank Statement date. All of these receipts need to be flagged as such i.e. reconciled status of (N)o.




| Bank | Account Description | Date | Num | Typ | User Id | Amount | Reconciled |
|---|---|---|---|---|---|---|---|
| F | FARM PRODUCE A/C | 28-SEP-01 | 1 | RCT | AW | 1350.00 | N |
| F | FARM PRODUCE A/C | 15-MAY-01 | 1 | RCT | JP | 5400.00 | N |
| F | FARM PRODUCE A/C | 07-MAY-01 | 1 | CSH | A | 30.00 | N |
| F | FARM PRODUCE A/C | 15-NOV-00 | 1 | CSH | A | 10.00 | N |
| F | FARM PRODUCE A/C | 15-NOV-00 | 2 | CSH | A | 20.00 | N |
| F | FARM PRODUCE A/C | 15-NOV-00 | 3 | CSH | A | 20.00 | N |
| F | FARM PRODUCE A/C | 15-NOV-00 | 4 | CSH | A | 100.00 | N |
| F | FARM PRODUCE A/C | 14-NOV-00 | 1 | CSH | A | 15.00 | N |
| F | FARM PRODUCE A/C | 14-NOV-00 | 2 | CSH | B | 32.00 | N |
| F | FARM PRODUCE A/C | 14-NOV-00 | 3 | CSH | A | 60.00 | N |
| F | FARM PRODUCE A/C | 14-NOV-00 | 4 | CSH | B | 100.00 | N |
| F | FARM PRODUCE A/C | 14-NOV-00 | 5 | CSH | A | 10.00 | N |
| F | FARM PRODUCE A/C | 14-NOV-00 | 6 | CSH | B | 17.00 | N |
| F | FARM PRODUCE A/C | 14-NOV-00 | 7 | CSH | A | 38.00 | N |
| F | FARM PRODUCE A/C | 14-NOV-00 | 8 | CSH | A | 2.00 | N |
| F | FARM PRODUCE A/C | 06-NOV-00 | 1 | CSH | A | -240.00 | N |
| G | GENERAL ACCOUNT | 29-SEP-00 | 1 | RCT | JY | 50.00 | N |
| F | FARM PRODUCE A/C | 29-SEP-00 | 2 | CSH | A | 15.00 | N |

Upon entry, the form will display all receipts (in descending order by receipt date and receipt batch number) since the last archive and deletion occurred. Only the reconciled field is user accessible.

**Bank** The Bank Account Code.

**Account Description** The Bank Account Code description.

**Batch Date** The Batch date of the receipt.

**Batch Num** The Batch number of the receipt.

**Type** The transaction type.

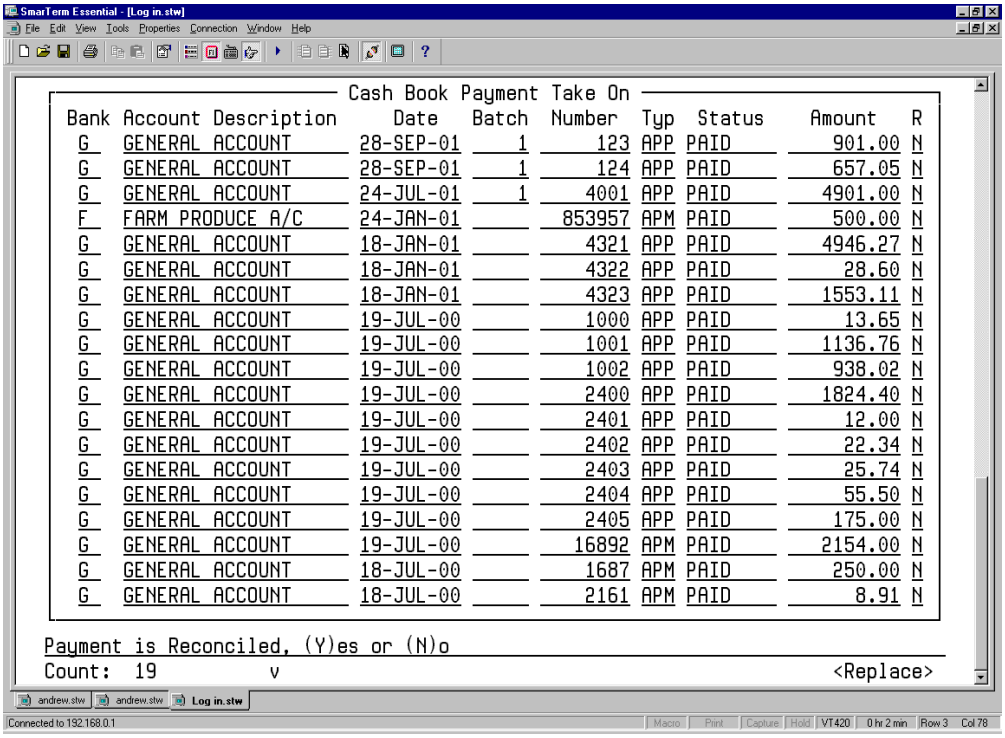
**User Id** The User identity.

**Amount** The Amount of the receipt.

**Reconciled** This field will automatically default to (Y)es. For all those receipts that remain unreconciled as at the statement date this value is to be changed to (N)o.

## 9.9 Cash Book Payment Take-On

The Cash Book Cheque Take-on option is used to establish which cheques need to be taken-on as 'Unreconciled' as at the last Bank Statement date. All of these cheques need to be flagged as such i.e. reconciled Status of (N)o.



Cash Book Payment Take On

| Bank | Account Description | Date | Batch | Number | Typ | Status | Amount | R |
|---|---|---|---|---|---|---|---|---|
| G | GENERAL ACCOUNT | 28-SEP-01 | 1 | 123 | APP | PAID | 901.00 | N |
| G | GENERAL ACCOUNT | 28-SEP-01 | 1 | 124 | APP | PAID | 657.05 | N |
| G | GENERAL ACCOUNT | 24-JUL-01 | 1 | 4001 | APP | PAID | 4901.00 | N |
| F | FARM PRODUCE A/C | 24-JAN-01 | | 853957 | APM | PAID | 500.00 | N |
| G | GENERAL ACCOUNT | 18-JAN-01 | | 4321 | APP | PAID | 4946.27 | N |
| G | GENERAL ACCOUNT | 18-JAN-01 | | 4322 | APP | PAID | 28.60 | N |
| G | GENERAL ACCOUNT | 18-JAN-01 | | 4323 | APP | PAID | 1553.11 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 1000 | APP | PAID | 13.65 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 1001 | APP | PAID | 1136.76 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 1002 | APP | PAID | 938.02 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 2400 | APP | PAID | 1824.40 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 2401 | APP | PAID | 12.00 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 2402 | APP | PAID | 22.34 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 2403 | APP | PAID | 25.74 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 2404 | APP | PAID | 55.50 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 2405 | APP | PAID | 175.00 | N |
| G | GENERAL ACCOUNT | 19-JUL-00 | | 16892 | APM | PAID | 2154.00 | N |
| G | GENERAL ACCOUNT | 18-JUL-00 | | 1687 | APM | PAID | 250.00 | N |
| G | GENERAL ACCOUNT | 18-JUL-00 | | 2161 | APM | PAID | 8.91 | N |

Payment is Reconciled, (Y)es or (N)o
Count: 19 v <Replace>

Upon entry, the form will display all cheques (in descending order by cheque number). Only the reconciled field is user accessible.

**Bank** The Bank Account Code.

**Account Description** The Bank Account Code description.

**Cheque Date** The date of the cheque.

**Batch Num** The Batch number of the cheque.

**Cheque Number** The number of the cheque.

**Type** The transaction type.

**Status** The Status of the cheque.

**Amount** The Amount of the cheque.

**Reconciled** This field will automatically default to (Y)es. For all those cheques that remain unreconciled as at the statement date this value is to be changed to (N)o.